



Working in partnership

## DATA PROTECTION SUBJECT ACCESS REQUEST FORM

Information marked with a \* must be provided

\*Full Name:

\*Any other names you are, or have been known as:

\* Date of birth

\* Current address:

Tel No(s):

Email:

If you are requesting information about yourself you are the data subject and original documentary evidence of your identity is required. This could be:

- Driving licence
- Birth certificate
- Passport
- Bank statement or utility bill that includes your home address
- Council or Government correspondence that includes your home address

You may submit this form at the History Centre on Worship Street and we can copy and verify your identity documents while you wait.

**We do not recommend that you post your identity documents to us but should you choose to do so it is at your own risk.**

Please describe the information you seek together with any other relevant information to help us identify the information you require.

If you are requesting this information on behalf of someone else please supply the written consent of the data subject, supply their details above and your details below:

Full Name

Address

Tel No

Email

Please explain why you are requesting this information rather than the data subject.

**ALL APPLICANTS MUST COMPLETE THIS SECTION**

(PLEASE NOTE THAT ANY ATTEMPT TO MISLEAD MAY RESULT IN PROSECUTION)

I \_\_\_\_\_ confirm that the information given on this application form to Hull City Council is true, and I understand that they may need more information to confirm my identity/ that of the data subject and to locate the information that I am requesting.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please submit the completed form to Hull City Archives at Hull History Centre, Worship Street, Hull, HU2 8BG along with the following:**

- Evidence of your identity(ies)
- Evidence of the data subjects identity (if different from (a))

Whilst Hull City Council must respond to your request for information within 1 calendar month, please note this time period does not begin until we have confirmed your identity and you have provided us with any details we reasonably require to locate your information.

If you need any assistance to complete the form or any questions about the process then please do not hesitate to contact the Archivist on 01482 317500

Information given by you will be treated in confidence and in accordance with Data Protection legislation. We will not disclose such information to any third parties.

The information may be held electronically and in paper format and could be used in the following ways:

1. To enable us to deal with your enquiry quickly and efficiently
2. Statistical analysis relating to the use of our research service. Such statistical analysis will not identify you individually. This information will be kept for five years after the year of your request and then confidentially destroyed.